

Labor Market Information Worksheet

This Labor Market Information (LMI) Worksheet is a guide for evaluating labor market supply and demand for a particular occupational title in your state and local region. It is self-guiding with each question building on the previous one. As you follow each question and supporting links, you will acquire an additional piece of information that, when put together, will help in guiding your participant in making an informed career choice about a particular occupation. The worksheet can also be used by an organization to explore the feasibility of implementing an employment training initiative for persons with criminal convictions.



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You may select any occupation for this analysis or choose among those that have been identified as having high growth potential. If you choose to do the latter, please visit:

<http://www.careeronestop.org/ExploreCareers/Industries/IndustriesWhatsHot.aspx>

to identify high growth and emerging industries as well as individual in-demand occupations for your state.

What are the common job titles for the occupation?

Source of this information: General knowledge, job announcements, employers

What is the occupational title(s) that most closely describes the above occupations? What is the occupational description in the Occupational Outlook Handbook? (This is the occupation and description for which the data below will describe)

Occupational Title	Description

Source of this information: Please see Occupational Information Handbook at: <http://www.bls.gov/OCO/>

What is the current number of jobs in the occupation(s)?

Occupational Title	Current Employment		
	Region	Statewide	Nation

Source of this information: For regional and state data, please visit your state's LMI Website (<https://www.bls.gov/bls/ofolist.htm>). For national and local data, visit <http://www.careeronestop.org/LMI/LMIHome.asp>. Click on "Occupational Profile," then enter the occupation or choose from a menu search. Choose your state and then click "continue" to obtain the information.

What is the 10-year growth rate for this occupation?

Occupational Title	10 Year Growth Rate		
	Region	State	Nation

Source of this information: For regional and state data, please visit your state's LMI Website (<https://www.bls.gov/bls/ofolist.htm>). For national and local data, visit <http://www.careeronestop.org/LMI/LMIHome.asp>. Click on "Occupational Profile," then enter the occupation or choose from a menu search. Choose your state and then click "continue" to obtain the information.

State occupational projections can also be found here: <http://www.projectionscentral.com/>.

What is the average annual (replacement and growth) job openings expected over the next 10 years in this occupation?

Occupational Title	Average Annual Openings		
	Region	State	Nation

Source of this information: For regional and state data please visit your state's LMI Website. For national and local data, visit <http://www.careeronestop.org/LMI/LMIHome.asp>. Click on "Occupational Profile," then enter the occupation or choose from a menu search. Choose your state and then click "continue" to obtain the information.

Is a license required by the state to perform this occupation?

Yes ☐
No ☐

If yes, does this license have any requirements that might exclude persons with criminal convictions from being employed in this occupation?

Yes ☐
No ☐

Source of this information:

<https://www.careeronestop.org/toolkit/Training/find-licenses.aspx>

Select your state and then search by occupation. Click on the license name to obtain detailed information. You will need to contact the licensing authority to determine if the occupation excludes persons with criminal convictions.

Is there a certification for this occupation?

Yes ☐
No ☐

If yes, does this certification have any requirements that might exclude persons with criminal convictions from being employed in this occupation?

Yes ☐
No ☐

Source of this information: Please visit:

<https://www.careeronestop.org/toolkit/Training/find-certifications.aspx>

Enter the occupation and click on the search button.

You will need to contact the certification authority to determine if the occupation excludes persons with criminal convictions.

Are there any federal occupational restrictions that might exclude persons with criminal convictions from being employed in this occupation?

Yes ☐
No ☐

For information regarding federal occupational restrictions affecting people with criminal records, please click on the following link:

http://www.justice.gov/sites/default/files/pardon/legacy/2006/11/13/collateral_consequences.pdf

Are there any state or local restrictions that might exclude persons with criminal convictions from being employed in this occupation?

Yes ☐
No ☐

For information regarding state or local occupational restrictions affecting people with criminal records, please visit: <http://www.abacollateralconsequences.org>

What are the minimum educational requirements for the related occupation(s)?

(On-the-job Training, Work Experience, Post-secondary, Apprenticeship, Certificate of Completion, Associate, Bachelor's)

Occupational Title	Minimum Educational Requirement

Source of this information: Occupational Outlook Handbook at <http://www.bls.gov/OCO/>. Choose the occupation, then click on the "How to Become One" tab.

What are the competitive educational requirements for the related occupation(s)? (Work Experience, Post-secondary, Apprenticeship, Associate, Bachelor's, and/or a combination.)

Occupational Title	Competitive Educational Requirement

Source of this information: Occupational Outlook Handbook at <http://www.bls.gov/OCO/>. Choose the occupation, then click on the "How to Become One" tab.

Potential wages for this occupation

	Entry (use 10 th percentile if available)	Avg. (use median if available)	High (use 90 th percentile if available)
State			
National			

Source of this information: Please visit: <http://www.careeronestop.org/LMI/LMIHome.asp>. Click on "Occupational Profile," then enter the occupation or choose from a menu search. Choose your state and then click "continue" to obtain the information under the heading, "State and National Wages."

Do the average potential wages for this occupation in your state exceed Federal Poverty Guidelines?

Number of Family Members	1	2	3	4	5	6
National Poverty Guidelines						
Avg. Income (use median if available)						

Source of this information: Please visit: <http://aspe.hhs.gov/poverty/figures-fed-reg.shtml> for the Federal Poverty Guides set every year by the U.S. Department of Health and Human Services.

Are there resources that list, describe, or are based on competencies, such as curriculum, assessment instruments, skill standards, apprenticeship work process schedules, and certification requirements for this occupation?

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Source of this information: Please visit: <http://www.careeronestop.org/competencymodel/search.aspx?N=0> to search for resources.

Are there short-term training opportunities for this occupation?

Source of this information: Please visit: <http://www.careeronestop.org/EducationTraining/Find/Short-TermTraining.aspx> to identify short-term training opportunities for a particular occupation.

Are there apprenticeship opportunities for this occupation?

Source of this information: Please visit: <https://www.dol.gov/featured/apprenticeship/find-opportunities> to identify apprenticeship opportunities.

Does a local institution of higher education provide a course of instruction related to this occupation?

Source of this information: Please visit: <http://nces.ed.gov/collegenavigator/> to build a list of schools and make a side-by-side comparison.